

5 Oct

OK  
LAST

22 SEP 1981

MEMORANDUM FOR: Chief, Classification Review Division

FROM:

[Redacted]

Director of Information Services

SUBJECT: Systematic Review of Permanent Records

REFERENCE: Your memorandum to A/DIS dated 10 September 1981;  
Subject: Reconsideration of Our Request to  
Conduct Systematic Review of Permanent Records  
Dating More Recently Than 1963

1. I have carefully considered your memorandum requesting my approval for CRD to extend the review date of materials for systematic review through 1965. While I am somewhat reluctant to authorize the review of material that is at least technically in conflict with Executive Order 12065, I believe it is more important at this time to maintain the momentum and present level of effort that CRD has toward our systematic review backlog. Therefore, I approve the extension of the date for review of materials through CY 1965.

2. In approving this extension, there is one caveat that goes with it: I want CRD to prepare a written plan (memorandum or whatever format best presents your case) for the continuance or discontinuance of systematic review after the revised E.O. 12065 has been approved by the President. I do not believe we have come to grips with the question of whether we should continue systematic review for the sake of good records management or whether we should drop it altogether.

3. In addition, please determine how many people CRD would need to continue under a new charter where systematic review would be on a fairly limited basis. It is assumed that the continued review of FRUS material and referrals from NARS and other agencies would be a continuing responsibility. However, I believe we should not assume at this time that CRD would take over mandatory review since IPD will in all probability continue at about the same level of effort.

4. Please feel free to conduct interviews with people in other parts of the Agency in order to try and ascertain what amount of systematic review would be practical and with which records.

[Redacted]

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25 June 1981

~~INTERNAL~~  
MEMORANDUM FOR: Chief, Classification Review Division

FROM:   
Chief, S&T Branch

SUBJECT: Planning for Changes in E.O. 12065

E.O. 12065 is being rewritten with several changes. If department and agency heads are permitted to design and conduct their own classification review program, the CIA effort should be directed toward the type of records which experience has shown to be of interest to the general public while at the same time not causing damage to the national security, if declassified. Suggestions of areas where CRD could and should be involved are listed below.

1. All Agency records except operational, <sup>DOO/11-2</sup>compartmented, sensitive security, medical and personnel, and office of DCI records should be reviewed.
2. Establish a procedure to ascertain the types of records and the subjects most frequently requested (a la NARS) from Agency Archives. Conduct systematic review on most frequently requested subject areas, if past releases have shown this to be worthwhile.
3. Central authority established <sup>a/</sup>to screen files under review for separation of temporary and permanent records, if not adequately/properly accomplished by components.
4. All documents at NARS and other government facilities where CIA derivative information or CIA records may be found to be 20 years old or older should be reviewed by CIA representatives.

5. Change review procedures at the discretion of the Agency head, e.g., drop stipulation for "item by item" review and permit flexible procedures by subject blocks when format and total sensitivity warrant. Candidates for such review and declassification would be FBIS radio monitoring reports without analytical comment added, and similar programs.
6. Consider re-evaluation of current records control schedules to determine in light of present-day values which files are truly permanent and what material can be held temporarily or destroyed.
7. Non-textual records (film, tape, disc, etc.) could be reviewed by job or box sampling and protected in the same manner as bound reports -- in accordance with the highest level of classification.
8. FBIS, OTE, and NFAC records lend themselves to review and largely are declassified since most do not reveal intelligence sources, methods, and capabilities. FBIS and NFAC issuances are of interest to academicians, historians, and other researchers.
9. Manuscripts, periodicals, and lesser-sized articles pertinent to Agency interests should continue to be evaluated for release.
10. Set up procedure to perform only mandatory review on Office of DCI records. Most material involves policy matters and therefore may be of historical significance, but <sup>does</sup> not <sup>e</sup> involve sources and methods.
11. Have CRD/Operations Branch staffed, on a rotational basis, with IMS personnel who would be authorized to review documents for DDO and co-ordinate actions directly with area desks. This would be more cost-effective by eliminating the "middle man", as now constituted, and also speed up the action <sup>if</sup> DDO does not get relief from systematic review.



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# OFFICIAL ROUTING SLIP

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Carl Z	28 SEP 1981	CZ
2	Mike J	28 SEP 81	MJ
3	Bern E (if available)	28/9/81	BE
4	Karl R.		KWR
5	Ed M	28/9/81	EM
6	Linda J.		LJ

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input checked="" type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

☒ CIRCULATE

## Remarks:

Based on the highlighted portions of #s 3 and 4 and thinking in S&T-material terms, what are your thoughts along these lines? I believe we are better able to determine the types of records worth reviewing, because of past experience, than DD/S&T personnel not as familiar with the requirements. Let's meet at 9 AM on Wednesday (30th) and discuss your thoughts.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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